

Central Purchasing

Mission:

The Central Purchasing Division provides procurement of goods and services for all offices, agencies, and boards within York County and York County School Division. The purpose is to realize cost savings from consolidation of purchasing actions for both organizations, and to standardize procedures so as to achieve Countywide consistency in procurement policy and vendor/supplier relations.

Goals:

- Procure goods and services at the least cost and in a timely manner, consistent with County policy.
- Provide for the disposal of surplus County property.

Implementation Strategies for FY2004:

- Implement Electronic Commerce approach to procurement functions.
- Develop database access on County Intranet for bid-list, Local Vendor Bid-List, Bid Library, Contracts, etc. Implement active server pages.
- Develop database access on Internet site for bids and vendor registration.
- Provide services during regular business days for procurement functions and on an “as needed” basis for surplus property (usually outside regular business hours).
- Regular requisitions are to be processed as follows:

\$ Amount	Lead Time
Under \$1,000	Same day
\$1,000 - \$5,000	10 days
\$5,000 - \$15,000	25 days
\$15,000 - \$30,000	45 days
Over \$30,000	60 days

- Continue “Outreach” efforts to local vendor community.
- Continue archiving the files associated with purchasing transactions through electronic storage medium.

Budget Issues:

- For FY2004, there are no significant changes.

General Fund Expenditures	FY2000 Actual Expenditures	FY2001 Actual Expenditures	FY2002 Actual Expenditures	FY2003 Original Budget	FY2003 Expected Appropriations	FY2004 Adopted Budget
50129 Central Purchasing						
Personnel Services	240,210	250,825	263,287	275,053	275,053	289,430
Contractual Services	3,517	1,825	2,431	6,850	6,850	6,500
Internal Services	2,724	2,147	1,038	2,740	2,740	4,200
Other Charges	9,524	5,457	8,049	10,160	10,160	10,500
Materials & Supplies	4,497	6,323	3,362	5,325	5,325	4,400
Capital Outlay	<u>3,913</u>	<u>3,267</u>	<u>8,391</u>	<u>3,100</u>	<u>3,100</u>	<u>1,500</u>
Activity Total	<u>264,385</u>	<u>269,844</u>	<u>286,558</u>	<u>303,228</u>	<u>303,228</u>	<u>316,530</u>
Percentage Change	4.32%	2.06%	6.19%	5.82%	N/A	4.39%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	3.00	3.00	3.00	3.00	3.00	3.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Trades & Crafts	-	-	-	-	-	-
Total	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

